

PQS USER'S GUIDE.....	v
DEFINITIONS OF WORDS USED IN PQS.....	
CONTRIBUTING FLEET PERSONNEL.....	
ENLISTED SURFACE WARFARE SPECIALIST (ESWS) CROSS-REFERENCE.....	
FUNDAMENTALS SUMMARY.....	xi

## FUNDAMENTALS

101	Terms.....	
102	Security.....	
103	Communications Security Material System (CMS) Organization.....	
104	Communications Security Material System (CMS) User.....	
105	Communications Security Material System (CMS) Clerk.....	
106	Communications Security Material System (CMS) Custodian/Local Holder/Alternate.....	
107	Safety Precautions.....	

QUALIFICATION SECTION.....	
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## WATCHSTATIONS

301	Communications Security Material System (CMS) User.....
302	Communications Security Material System (CMS) Clerk.....
303	Communications Security Material System (CMS) Local Holder/Alternate Local Holder.....
304	Communications Security Material System (CMS) Account Custodian/Alternate Custodian.....



## I. WHAT IS PQS?

PQS is a part of your Command's overall training program. It provides minimum requirements to qualify on a Watchstation/Workstation. It is a method for qualifying officer and enlisted personnel in certain assigned duties. PQS will assist you in becoming a more productive member of the "combat-ready, qualified Navy team."

## II. WHAT MAKES UP THE PQS PROGRAM?

The PQS program consists of the Standard booklet and the Progress Chart.

A. The Standard booklet contains questions you must be able to answer and performance items you must be able to do in order to qualify for a particular Watchstation/Workstation. Standards are written by naval personnel after examining themselves, "What do I need to know to do the job properly?"

The Standard booklet is made up of the following parts:

1. TABLE OF CONTENTS
2. USER'S GUIDE
3. DEFINITIONS OF WORDS USED IN PQS
4. CONTRIBUTING FLEET PERSONNEL
5. ENLISTED SURFACE WARFARE SPECIALIST (ESWS) CROSS-REFERENCE
6. FUNDAMENTALS SUMMARY
7. FUNDAMENTALS (100 SECTION)
8. QUALIFICATION SECTION
9. WATCHSTATIONS/WORKSTATIONS (300 SECTION)
10. FEEDBACK FORM

B. The Progress Chart is used to display all the Standards in progress that have been completed by your division or work center. Your division officer uses the progress chart to determine who is qualified to stand the watches and perform the tasks required by your division. You should check the progress chart periodically to make sure all of the Standards you have completed have been recorded.

## III. PQS FORMAT

A. The numbers in PQS follow a definite pattern. The following breakdown of the numbering system is a handy key to PQS format:

### 1st thru 3rd Digit

100 section = Fundamentals  
300 section = Watchstations

304 - Indicates section 3 (Watchstation/Workstation section) and it is the 4th Watchstation/Workstation.

In the Watchstations section of your Standard booklet, you may find such as the following example. For item .21 you must answer all questions. For item .22 answers to questions A, B and D are required. If there is an X with X's, all questions must be answered.

### 304.2 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What conditions require this infrequent task?
- D. Perform or simulate this task.

	<u>A B C D</u>
.21 Ensure that amendments and corrections to CMS publications are entered	X X X X

\_\_\_\_\_  
(Signature) (Date)

.22 Supervise use of spare keying material	X X X
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\_\_\_\_\_  
(Signature) (Date)

### C. Qualification Group Numbering System

The Watchstation/Workstation section (300) is divided into qualification groups. Your book may be used for more than one final qualification such as Communications Security Material System (CMS) User. Each group is indicated on the Final Qualification Sign-Off Page as follows:

Example: NAVEDTRA 43462-Q1

43462 - Indicates NAVEDTRA number assigned to the PQS pack  
Q1 - Indicates the first qualification group

1. FUNDAMENTALS (100 Section) This section identifies basic knowledge needed to do the job properly. Normally you would have acquired this knowledge during the school phase of your training. If you have not been to school, the requirements are outlined and the references listed will aid you in a self-study program.

2. WATCHSTATIONS/WORKSTATIONS (300 Section) This section contains the procedures you need to know to properly perform your job. Watchstations/Workstations are divided into final qualification "groups" (Qual 1, Qual 2, etc.) with each group containing the following:

a. Final Qualification Sign-Off Page

Final record that is filed in your training jacket and recorded in your Service Record upon final qualification

b. Qualification Summary Page

Record of completion of other PQS qualifications, and Watchstations/Workstations within a qualification group

c. Watchstations/Workstations (Task Sign-Off Pages)

Record of completion of performed tasks for each Watchstation/Workstation and instruction watches required by each Watchstation in a qualification group

#### IV. HOW TO QUALIFY

A. Your division officer or work center supervisor will issue you a PQS booklet. Your supervisor will assign Watchstations/Workstations and time limits (goals) for completing your qualification. Progress toward qualification will be monitored on the division/work center Progress Chart. The estimated completion time, shown at the beginning of each Watchstation/Workstation, is only a recommendation and may be modified by your command. It indicates how long it will take the average sailor under normal conditions to complete each Watchstation/Workstation.

B. Open your Standard booklet to your assigned Watchstation/Workstation. At the beginning of the Watchstation/Workstation you will find a list of tasks that must be completed before starting your tasks. Standards may include Watchstations/Workstations other than the one on which you are working. Concentrate on the prerequisites for the Watchstation/Workstation to which you have been assigned and do not delay your qualification by spending time on others.

C. Complete the Safety Precautions Fundamentals first, then the rest of the required Fundamentals. Your supervisor may require you to complete these in a certain order, if not, the choice is up to you. If you do not know the answer to a question in the Standard booklet, look up the answer in one of the reference books listed. If you cannot find the answer in the reference books, ask your supervisor for help.

D. As you complete a Fundamental section, have the Qualification Petty Officer sign your Fundamentals Summary page. When you have completed all prerequisites, you are ready to start the performance items listed for that Watchstation/Workstation. Report your completion of all requirements of that Watchstation/Workstation to your supervisor.

that should be completed before work is started on the required Watchstation/Workstation or related Fundamentals. If you are assigning more than one Watchstation/Workstation or section to be completed, it is your decision to specify which one should be completed first. The supervisor is an extremely important part of the PQS program if it is to be successful. If you administer PQS with insight, you will find that PQS is a helpful tool that can fit into your overall training plan. You will be responsible for the accuracy, updating and tailoring of PQS to fit your command's needs, as well as for the initiation of appropriate feedback to the PQS Development Group (feedback forms are included in the back of each Standard booklet). You should provide motivation to personnel by assigning goals, showing interest, and following the trainee's progress. The supervisor is responsible for training and should be the one to update and maintain the progress chart. It is important that the supervisor be aware of who is and who is not progressing, as well as where counseling or individual instruction may be needed. A sample PQS progress chart can be found in the PQS Manager's Guide (NAVEDTRA 43100-1B). As a supervisor you must be totally familiar with the duties, responsibilities, and assignments of your Qualification Petty Officers. Your PQS program cannot survive without good planning and quality control.

B. The estimated completion time, shown at the beginning of each Watchstation/Workstation, is only a recommendation and may be modified by your command. It indicates how long it will take the average sailor under normal conditions to complete each Watchstation/Workstation.

## VI. THE QUALIFICATION PETTY OFFICER

A. Selection as a Qualification Petty Officer means that you are one of the command's subject matter experts on those Fundamentals and Watchstation/Workstations assigned to you. PQS cannot be successful without you. You are to be totally knowledgeable in your assigned areas, to make yourself available to check off your trainees' achievements and to ensure that a high-quality program is maintained in your division.

B. Each Qualification Petty Officer should have a set of standards for the Watchstations/Workstations so that all trainees receive the same information. If multiple signatures are required for a line item, it is preferable that the working day or one watch elapse between signatures. If the trainee does not know the correct answer, it is your responsibility to help find the answer in the reference material. This will speed up the process of qualification and will familiarize your trainees with the use of publications. Obviously, this requires that you know where all the answers can be found.

C. As the Qualification Petty Officer you will be the most likely individual to discover discrepancies in the Standard booklet. Any discrepancies noted should be brought to the attention of your supervisor so that appropriate tailoring and corrections can be made. It must be understood that the PQS booklet should be tailored to fit your command's needs. Such tailoring is to be accomplished only with approval of your Commanding Officer or a designated official.

in the course of a flight

COMPONENTS - Major units that make up a system when properly connected

COMPONENT PART - A major part of a component

CONTROL SIGNAL - A signal used to control electronic or mechanical devices

EMERGENCY - An event or series of events in progress that will cause damage to equipment or personnel unless immediate corrective steps are taken

FUNDAMENTALS - Basic facts, theories, laws or principles (100 Section in PQS)

INTERLOCK - A protective device to prevent the unsafe operation of equipment or to sequence the action of systems, components or component parts

MAINTENANCE ACTION - A maintenance technician qualification that measures ability to perform a designated task

MAINTENANCE OPERATION - A qualification that measures the ability to perform tasks (using established procedures) to determine the need for maintenance

NORMAL OPERATING VALUE - The point at which satisfactory performance may be expected

PARAMETER - A variable (temperature, pressure, flow rate, voltage, current, frequency etc.) that must be indicated, monitored, checked or sensed during operation or testing

PROTECTIVE FEATURE - A device designed to prevent damage or injury

SENSING POINT - The point in a system at which a signal may be detected

SETPOINT - The value of a parameter at which: (a) an alarm is set off, (b) operator action is required, (c) valves open or shut, (d) proper operation stops and damage may occur, or (e) the optimum value for normal operation

SUPPORT ACTION - A qualification that measures the ability to perform specific or repetitive tasks that do not involve the correction of a malfunction or repair of equipment

SYSTEMS - Groups of components that operate together to perform specific functions (200 Section in PQS)

SYSTEM INTERFACE - (a) How outside influences affect the operation of this system, or (b) How the operation of this system affects the operation of other systems or equipment

TOLERANCES - Maximum and minimum allowable values of a parameter

WATCHSTATION/WORKSTATION - An operator qualification that includes duties, assignments or responsibilities that an individual may be called upon to perform (not necessarily limited to a specific time period)

The following personnel, under the supervision of the PQS Development Group, made a significant contribution to the development of this PQS for Community Security Material System (CMS):

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ENLISTED SURFACE WARFARE SPECIALIST (ESWS)  
PQS CROSS-REFERENCE

Upon completion of this PQS, the requirements for the following line item from the ESWS PQS (NAVEDTRA 43390, Oct 1979) will be satisfied:

Section 1: 113, 114, 115, 116, 117

- 101 Terms
- 102 Security
- 103 Communications Security Material  
System (CMS) Organization
- 104 Communications Security Material  
System (CMS) User
- 105 Communications Security Material  
System (CMS) Clerk
- 106 Communications Security Material  
System (CMS) Custodian/Local  
Holder/Alternate
- 107 Safety Precautions

## References:

- a. Communications Security Material System (CMS) Manual (CMS 4)
- b. Cryptographic Security Policy and Procedures (CSP 1)
- c. Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1)
- d. Cryptographic Equipment/Information/Guidance Manual (NTP 7)

## .1 Define the following terms and abbreviations:

- a. Accountability legend code (ALS 1-4)
- b. Accounting (serial) number
- c. ARFCOS
- d. Amendment
- e. Central Office of Record (COR)
- f. CMS clerk
- g. CMS local holder/alternate
- h. CMS user
- i. CMS witness
- j. COMSEC equipment
- k. Controlled COMSEC item
- l. CRIB
- m. Crypto
- n. Crypto period
- o. Cryptovisible (primary and secondary)
- p. Deployable element
- q. Disposition code
- r. Edition
- s. Effective
- t. Electrical receipt reporting (EER)
- u. Emergency Destruction Plan (EDP)
- v. End-item accounting
- w. Extract
- x. General message
- y. Unauthorized destruction
- z. Long title
- aa. Material status
- ab. Material symbol (MATSYM)
- ac. Modification
- ad. Nonsegmented keying material
- ae. Operational keying material
- af. Other COMSEC keying material
- ag. Page check
- ah. Progressive inventory
- ai. Protective packaging
- aj. Registered mail
- ak. Regular/irregular supersession
- al. Reproduction
- am. Reserve on board (ROB)
- an. Residue
- ao. Sealed/resealed material
- ap. Segmented keying material
- aq. Short title

as. Superseded  
at. Tempest check  
au. Test/training keying material  
av. Transaction number  
aw. Transfer  
ax. WHENDI  
ay. Zeroize

## References:

- a. Communications Security Material System (CMS) Manual (CMS 4)
  - b. Cryptographic Security Policy and Procedures (CSP 1)
  - c. Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1)
  - d. Utilization and Disposal of Excess Communication Security (COMSEC) and Signal Intelligence (SIGINT) Material, Procedures for (SPCCINST 2300.4 Series)
  - e. Classified Electronic Communication Security (COMSEC) Material the Navy Supply System, Procedures for (SPCCINST 5511.24 Series)
  - f. Criteria For Insuring The Competency Of Personnel To Install, Maintain, Repair Cryptographic Equipment (OPNAVINST 2221.3)
- 
- .1 List the authoritative manuals and instructions used by your unit governing physical security procedures.
  - .2 Discuss the Security Manager's relationship to CMS.
  - .3 Discuss/define the following:
    - a. Access
    - b. NOFORN
    - c. Need-to-know
    - d. Downgrading/declassification
    - e. CMS
    - f. T/SEC
    - g. Classification
    - h. Clearance
    - i. COMSEC
    - j. Crypto
    - k. Reportable insecurities
  - .4 Explain the procedures for handling combinations and keys and the requirement for posting open safe instructions.
  - .5 Explain the procedures for reporting security violations.
  - .6 Explain the procedures for reporting CMS insecurities.
  - .7 Discuss crypto equipment maintenance certification procedures, requirement, and responsibilities including DD Form 1435.

- a. Communications Security Material System (CMS)
  - b. Cryptographic Security Policy and Procedures
  - c. Cryptographic Equipment/Information/Guidance
  - d. Applicable Fleet/Command Instructions
  - e. COMNAVSECGRUINST 2280.1 Series
- .1 State the role of the following organizations with
- a. National Security Agency (NSA)
  - b. Naval Telecommunications Command (COMNAVTELCO)
  - c. Naval Security Group (COMNAVSECGRU)
  - d. Director, Communications Security Material System
  - e. Communications Security Material Issuing Office
  - f. Fleet Commander-in-Chiefs, (FLTTCINCs)
  - g. Type Commanders (TYCOMS)
  - h. Immediate Superior-in-Command (ISIC)
  - i. Cache Accounts
  - j. Crypto Repair Facility (CRF)
  - k. Armed Forces Courier Service (ARFCOS)
- .2 State the duties and responsibilities of the following in your unit's CMS account management/handling:
- a. Commanding Officer (CO)
  - b. Executive Officer (XO)
  - c. Staff Responsibility Officer
  - d. Command Duty Officer (CDO)
  - e. Communications Officer
  - f. CMS Custodian/Alternate
  - g. Watchstation Supervisor
  - h. Watchstander
- .3 State your unit's operational chain of command.
- .4 State your unit's administrative chain of command.

## References:

- a. Communications Security Material System (CMS) Manual (CMS 4 Series)
- b. Cryptographic Security Policy and Procedure (CSP 1)
- c. Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1)
- d. Cryptographic Equipment/Information/Guidance Manual (NTP 7)

- .1 List the types of local inventories and describe when each is used.
- .2 Describe the procedures for conducting each type of inventory, including the effects of end-item accounting upon the inventory process.
- .3 State the minimum number of personnel required to conduct each type of inventory.
- .4 State clearance requirements of personnel conducting an inventory.
- .5 List and discuss the preferred methods of destruction.
- .6 State when keying material issued for use must be destroyed and when other communications security (COMSEC) material must be destroyed.
- .7 Explain emergency supersession destruction.
- .8 Explain normal supersession destruction.
- .9 State the reasons for zeroizing cryptovariables.
- .10 State when the following forms are used:
  - a. CMS 25
  - b. CMS 25-1
  - c. SF 153
  - d. Locally prepared equivalents of CMS 25, CMS 25-1, SF 153
- .11 State the minimum number of personnel required to be present during destruction of COMSEC material.
- .12 State clearance requirements of personnel performing COMSEC destruction.
- .13 Discuss the following and the reasons for each:
  - a. Preparing material for destruction
  - b. Destroying material
  - c. Documenting destruction of material
- .14 List the sources of COMSEC supersession authority.

- .17 List the types of COMSEC insecurities which may occur.
- .18 Define the following:
- a. Controlling authority
  - b. COMSEC insecurity
  - c. Compromise
- .19 Discuss the differences between the following publications in your command:
- a. Maintenance manuals
  - b. System operating instructions
- .20 Discuss the differences of the following CMS administrative publications:
- a. CMS 4
  - b. CSP 1
  - c. NTP 7
- .21 Explain the use of the COMSEC nomenclature system.
- .22 Explain how to complete each of the following reports/forms:
- a. CMS 25
  - b. CMS 25-1
  - c. CMS 17
  - d. SF 153
  - e. Locally prepared equivalents
- .23 Define Local Custody.
- .24 List and discuss three types of Local Custody forms.
- .25 Discuss the CMS custodian's role in Local Custody.
- .26 Describe your command's Local Custody procedures.
- .27 Describe Local Custody procedures employed when dealing with COMSEC units/detachments/squadrons.
- .28 State the written guidance on CMS handling for Local Custody Users employed within your unit.
- .29 Discuss use of and destruction requirements for operational COMSEC material opened after initial effective date.
- .30 Discuss operational tempest check on COMSEC equipment.
- .31 Describe emergency destruction/relocation procedures as required by the EDP.



## References:

- a. Communications Security Material System (CMS) Manual (CMS 4)
  - b. Cryptographic Security Policy and Procedures (CSP 1)
  - c. Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1)
  - d. Cryptographic Equipment/Information/Guidance Manual (NTP 7)
  - e. Utilization and Disposal of Excess Communication Security (COMSEC) and Signal Intelligence (SIGINT) Material, Procedures for (SPCCINST 2300.4 Series)
  - f. Authorized Holdings and Users of COMSEC Keying Material (CMS 32)
  - g. Communications Security Publications Memorandum (Status) (CMS 33)
  - h. Authorized Holdings and Users of Communications Intelligence (COMINT) and Special Intelligence Material (CMS 33)
- .1 List the procedures required in verifying the accounting data of COMSEC material received by the CMS/Local Holder account.
  - .2 List the types of CMS account inventories and describe when each is used.
  - .3 Describe the procedures for conducting each type of inventory, including the effects of end-item accounting upon the inventory process.
  - .4 State the minimum number of personnel required to conduct each type of inventory.
  - .5 State clearance requirements of personnel conducting an inventory.
  - .6 State when an inventory must be requested.
  - .7 List the various types of CMS accounts transfers and explain the procedures for each.
  - .8 List the approved method of shipping classified COMSEC material.
  - .9 Discuss packaging techniques for transport of both COMSEC equipment and publications/keying material.
  - .10 State when unissued keying material must be destroyed.
  - .11 State when the following reports are used:
    - a. CMS 2-1A
    - b. CMS 2-3
    - c. CMS 2-4
  - .12 Describe actions to be taken if unauthorized destruction occurs.
  - .13 List the required CMS files and discuss the reason for each and the period of retention of each file.

- a. By-preparation
  - b. Revised accountability
  - c. Removal
- .15 Explain the use of and how to complete each of the following reports/forms:
- a. CMS 2-1/3/4
  - b. CMS 2-1A
  - c. CMS 2-1C
  - d. CMS 2-1D
  - e. SF 153
  - f. CMS 16
  - g. CMS 16-1A
  - h. CMS 16-1B
  - i. CMS 16-1C
  - j. CMS 25
  - k. Modification Report
  - l. CMS running inventory
  - m. CMS transaction log
  - n. Electronic receipt report (ERR)
  - o. CMS 52 request for irregularly superseded material
- .16 Define authorized CMS holdings.
- .17 List directives/publications outlining the authorized for your unit.
- .18 State the procedures followed in performing CMS accounting on the following occasions:
- a. During normal conditions
  - b. When short lead-time requirements must be met
  - c. During overhauls and availabilities
- .19 State the maximum time allowed for issuing operational material to users before the effective date.
- .20 Describe the actions to be taken regarding emergency destruction/relocation procedures as contained in the
- .21 Describe the four basic status indicators used in the
- .22 State the procedures in entering amendments to CMS publications
- .23 State procedures to be followed in daily destruction of or extracted CMS material.

References:

- a. Communications Security Material System (CMS) Manual (CMS 4)
  - b. Cryptographic Security Policy and Procedures (CSP 1)
  - c. Department of the Navy Information Security Program Regulation (OPNAVINST 5510.1)
  - d. Cryptographic Equipment/Information/Guidance Manual (NTP 7)
  - e. Utilization and Disposal of Excess Communication Security (COMSEC) and Signal Intelligence (SIGINT) Material, Procedures for (SPCCINST 2300.4 Series)
  - f. Authorized Holding and Users of COMSEC Keying Material (CMS 32)
  - g. Communications Security Publication Memorandum (STATUS) (CSP 1)
  - h. Authorized Holdings and Users of Communications Intelligence (COMINT) and Special Intelligence Material (CMS 33)
- 
- .1 List the steps required in verifying and reporting receipt of COMSEC material and explain the procedures of each.
  - .2 Describe occasions and time requirements for submitting the following:
    - a. Initial report
    - b. Interim report
    - c. Amplifying report
    - d. Administrative letter report (ALR)
  - .3 State the role of CSP 1 in reporting COMSEC insecurities.
  - .4 Define the following:
    - a. Evaluating authority
    - b. Closing action authority
    - c. Resource manager
  - .5 Discuss the following parts and requirements of the EDP.
    - a. Format
    - b. Content
    - c. Training
  - .6 Discuss the criteria for determining whether to utilize ARFCOS or Registered Mail to ship or transfer documents or material.
  - .7 Discuss ARFCOS and Registered Mail packaging and labeling requirements.

## References:

- a. Navy Safety Precautions for Forces Afloat (OPNAVINS)
  - b. Introduction to Matter, Energy, and Direct Current (NAVEDTRA 172-01-00-79)
  - c. Standard Organization and Regulations of the U.S. N (OPNAVINST 3120.32)
- .1 Discuss how the following affect your unit's safety:
    - a. Operating equipment without proper authority
    - b. Operating or working at an unsafe speed
    - c. Removing or making safety devices inoperative
    - d. Using tools or equipment unsafely
    - e. Servicing moving, energized or otherwise hazardous
  - .2 Explain the following in terms of electrical safety:
    - a. The hazards of electricity
    - b. How electrical shock may be prevented when working electronic equipment
    - c. The procedure for removing a victim from energized
    - d. The proper treatments for electrical shock, burns a
    - e. The procedures for neutralizing and removing chemical and eyes
    - f. Proper resuscitation procedures
  - .3 State the location of the nearest first-aid boxes and s
  - .4 State the location of the nearest electrical switch box
  - .5 State the location of the power distribution panel for being used.
  - .6 State the procedures used in treating burns.

NAME	RATE/RANK
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This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

## QUALIFICATION

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(CMS Custodian)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commanding Officer)

SERVICE RECORD ENTRY \_\_\_\_\_ DATE \_\_\_\_\_  
(Personnel Officer)

PQS INDOCTRINATION

COMPLETED

\_\_\_\_\_  
(Training Officer/Date)

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

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QUALIFICATION

Having observed satisfactory performance, it is recommended the trainee be designated a qualified COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) CLE (302).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(CMS Custodian)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commanding Officer)

SERVICE RECORD ENTRY \_\_\_\_\_ DATE \_\_\_\_\_  
(Personnel Officer)

QUALIFICATION SUMMARY

PQS INDOCTRINATION

COMPLETED

\_\_\_\_\_  
(Training Officer/Date)

COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) USER (NAVEDTRA 4

COMPLETED

\_\_\_\_\_  
(Department Head/Date)



NAME \_\_\_\_\_

RATE/RANK \_\_\_\_\_

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This qualification section is to be maintained by the trainee and up to to ensure awareness of remaining tasks.

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QUALIFICATION

Having observed satisfactory performance, it is recommended the trainee be designated a qualified COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) LOCAL HOLDER/ALTERNATE LOCAL HOLDER (303).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(CMS Custodian)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commanding Officer)

SERVICE RECORD ENTRY \_\_\_\_\_ DATE \_\_\_\_\_  
(Personnel Officer)

COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS)  
LOCAL HOLDER/ALTERNATE LOCAL HOLDER

QUALIFICATION SUMMARY

PQS INDOCTRINATION

COMPLETED \_\_\_\_\_  
(Training Officer/Date)

COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) CLERK (NAVEDTRA 43462)

COMPLETED \_\_\_\_\_  
(Department Head/Date)

NAME \_\_\_\_\_

RATE/RANK \_\_\_\_\_

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

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### QUALIFICATION

Having observed satisfactory performance, it is recommended the trainee be designated a qualified COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) ACCOUNT CUSTODIAN/ALTERNATE CUSTODIAN (304).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(CMS Custodian)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commanding Officer)

SERVICE RECORD ENTRY \_\_\_\_\_ DATE \_\_\_\_\_  
(Personnel Officer)

COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS)  
ACCOUNT CUSTODIAN/ALTERNATE CUSTODIAN

QUALIFICATION SUMMARY

PQS INDOCTRINATION

COMPLETED \_\_\_\_\_

(Training Officer/Date)

COMMUNICATIONS SECURITY MATERIAL SYSTEM (CMS) LOCAL HOLDER/ALTERNATE  
HOLDER (NAVEDTRA 43462-Q3)

COMPLETED \_\_\_\_\_

(Department Head/Date)

Estimated completion time: 11 weeks

Before starting your assigned tasks, complete the following items

Fundamentals: 101 thru 104, 107 (55% of watchstation)

### 301.1 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. Perform this task.

- .11 Receive COMSEC material from CMS Custodian

\_\_\_\_\_  
(Signature) (Date)

- .12 Receive protectively packaged COMSEC material from CMS Custodian

\_\_\_\_\_  
(Signature) (Date)

- .13 Store COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .14 Inventory COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .15 Inventory protectively packaged COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .16 Destroy COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .17 Return COMSEC material to CMS Custodian

\_\_\_\_\_  
(Signature) (Date)

- .18 Conduct operational tempest checks.

\_\_\_\_\_  
(Signature) (Date)

Completion of .1 area comprises 25% of watchstation.

### 301.2 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What conditions require this infrequent task?
- D. Perform or simulate this task.

.21 Enter amendments and corrections to COMSEC publications

\_\_\_\_\_  
(Signature) (Date)

.22 Maintain control of modification kit/amendment residue

\_\_\_\_\_  
(Signature) (Date)

.23 Use spare keying material

\_\_\_\_\_  
(Signature) (Date)

.24 Carry out EDP

\_\_\_\_\_  
(Signature) (Date)

.25 Maintain Local Custody file

\_\_\_\_\_  
(Signature) (Date)

.26 Carry out emergency supersession

\_\_\_\_\_  
(Signature) (Date)

.27 Carry out emergency destruction

\_\_\_\_\_  
(Signature) (Date)

Completion of .2 area comprises 10% of watchstation.

- B. What immediate actions are required?
- C. Perform or simulate the corrective/immediate action for the abnormal condition.

.31 COMSEC insecurities

\_\_\_\_\_  
(Signature) (Date)

Completion of .3 area comprises 5% of watchstation

301.4 EMERGENCIES

For the emergency conditions listed below:

- A. What indications are received?
- B. What immediate actions are required?
- C. What other emergencies or malfunctions may occur if no action is not taken?
- D. Perform or simulate the immediate action for this condition.

.41 Accidents

\_\_\_\_\_  
(Signature) (Date)

.42 Hostile actions (Stage One, Two, Three)

\_\_\_\_\_  
(Signature) (Date)

Completion of .4 area comprises 5% of watchstation

301.5 WATCHES - None.





Before starting your assigned tasks, complete the following it

PQS Qualifications: NAVEDTRA 43462-Q1

Fundamentals: 105 (35% of watchstation)

### 302.1 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. Perform this task.

- .11 Receipt for Armed Forces Courier Service (ARFCOS) shipments

\_\_\_\_\_  
(Signature) (Date)

- .12 Maintain required CMS files/records

\_\_\_\_\_  
(Signature) (Date)

- .13 Store COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .14 Assist in required inventories

\_\_\_\_\_  
(Signature) (Date)

- .15 Issue COMSEC material on Local Custody

\_\_\_\_\_  
(Signature) (Date)

- .16 Receive COMSEC material from Local Custody

\_\_\_\_\_  
(Signature) (Date)

- .17 Transfer CMS material

\_\_\_\_\_  
(Signature) (Date)

302.1 TASKS (CONT'D)

- .18 Provide training assistance to personnel in CMS pr

\_\_\_\_\_  
(Signature) (Date)

- .19 Assist in required destruction

\_\_\_\_\_  
(Signature) (Date)

Completion of .1 area comprises 25% of watchst

302.2 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What conditions require this infrequent task?
- D. Perform or simulate this task.

- .21 Enter amendments and corrections to CMS publicatio

\_\_\_\_\_  
(Signature) (Date)

- .22 Maintain control of modification kit/amendment res

\_\_\_\_\_  
(Signature) (Date)

- .23 Assist in emergency supersession

\_\_\_\_\_  
(Signature) (Date)

- .24 Maintain security accountability and control of ex

\_\_\_\_\_  
(Signature) (Date)

- .25 Maintain security accountability and control of re

\_\_\_\_\_  
(Signature) (Date)

- .26 Assist in carrying out EDP

\_\_\_\_\_  
(Signature) (Date)

Completion of .2 area comprises 15% of watchst

- B. What immediate actions are required?
- C. What are the probable causes?
- D. What operating limitations may be imposed?
- E. How does this condition affect other operations/equipment watchstations?
- F. What followup action is required?
- G. Perform or simulate the corrective/immediate action for abnormal condition.

.31 COMSEC insecurities

A	B	C	D	E	F
X	X	X	X	X	X

\_\_\_\_\_  
(Signature) (Date)

.32 Degradation of original security integrity of CMS storage container

X	X		X		
---	---	--	---	--	--

\_\_\_\_\_  
(Signature) (Date)

Completion of .3 area comprises 15% of watchstation.

#### 302.4 EMERGENCIES

For the emergency conditions listed below:

- A. What indications are received?
- B. What immediate action is required?
- C. How does this emergency affect other operations/equipment watchstations?
- D. Perform or simulate the immediate action for this emergency condition.

.41 Accidents

\_\_\_\_\_  
(Signature) (Date)

.42 Hostile actions (Stage One, Two, Three)

\_\_\_\_\_  
(Signature) (Date)

Completion of .4 area comprises 10% of watchstation.

#### 302.5 WATCHES - None.



WATCHSTATION - COMMUNICATIONS SECURITY MATERIAL  
SYSTEM (CMS) LOCAL HOLDER/ALTERNATE LOCAL HOLDER

Estimated completion time: 4 weeks

Before starting your assigned tasks, complete the following items:

Schools: CMS Custodian Course A-4C-0014

PQS Qualifications: NAVEDTRA 43462-Q2

Fundamentals: 106 (50% of watchstation)

### 303.1 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. Perform this task.

- .11 Receive COMSEC material from parent CMS account

\_\_\_\_\_  
(Signature) (Date)

- .12 Maintain required CMS files/records

\_\_\_\_\_  
(Signature) (Date)

- .13 Store COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .14 Inventory COMSEC material as directed

\_\_\_\_\_  
(Signature) (Date)

- .15 Issue COMSEC material on Local Custody

\_\_\_\_\_  
(Signature) (Date)

- .16 Receive COMSEC material from Local Custody

\_\_\_\_\_  
(Signature) (Date)

303.1 TASKS (CONT'D)

- .17 Return COMSEC material to parent CMS account

\_\_\_\_\_  
(Signature) (Date)

- .18 Train personnel in CMS procedures

\_\_\_\_\_  
(Signature) (Date)

- .19 Conduct required destruction of COMSEC material

\_\_\_\_\_  
(Signature) (Date)

Completion of .1 area comprises 20% of watchstation.

303.2 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?  
B. What are the reasons for each step?  
C. What conditions require this infrequent task?  
D. Perform or simulate this task.

- .21 Ensure that amendments and corrections to  
COMSEC publications are entered

A B C D

X X X X

\_\_\_\_\_  
(Signature) (Date)

- .22 Maintain control of modification kit/  
amendment residue

X X X X

\_\_\_\_\_  
(Signature) (Date)

- .23 Supervise use of spare keying material

X X X

\_\_\_\_\_  
(Signature) (Date)

- .24 Prepare/maintain EDP

X X X

\_\_\_\_\_  
(Signature) (Date)

- .25 Execute EDP

X X X X

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

- .27 Maintain security, accountability and control of reproduced copies of COMSEC material

X X X X

\_\_\_\_\_  
(Signature) (Date)

- .28 Supervise/conduct emergency supersession

X X X X

\_\_\_\_\_  
(Signature) (Date)

- .29 Review DD Form 1435's for all crypto technicians

X X X

\_\_\_\_\_  
(Signature) (Date)

Completion of .2 area comprises 10% of watchstation.

### 303.3 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. What indications and alarms are received?
- B. What immediate action is required?
- C. What are the probable causes?
- D. What operating limitations are imposed?
- E. How does this condition affect other operations/equipment watchstations?
- F. What followup action is required?
- G. Perform or simulate the corrective/immediate action for the abnormal condition.

- .31 COMSEC insecurities

A	B	C	D	E	F
X	X	X	X	X	X

\_\_\_\_\_  
(Signature) (Date)

- .32 Degradation of original security integrity of COMSEC storage containers

X X X X

\_\_\_\_\_  
(Signature) (Date)

Completion of .3 area comprises 15% of watchstation.

303.4 EMERGENCIES

For the emergency conditions listed below:

- A. What indications are received?
- B. What immediate action is required?
- C. What other emergencies or malfunctions may occur if action is not taken?
- D. Perform or simulate the immediate action for this condition.

.41 Accidents

\_\_\_\_\_  
(Signature) (Date)

.42 Hostile action (Stage One, Two, Three)

\_\_\_\_\_  
(Signature) (Date)

Completion of .4 area comprises 5% of watchstation

303.5 WATCHES - None.



Before starting your assigned tasks, complete the following:

Schools: CMS Custodian Course A-4C-0014

PQS Qualifications: NAVEDTRA 43462-Q3

### 304.1 TASKS

For the tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. Perform this task.

- .11 Receive COMSEC material (From DCMS, NSA, CMID, a CMS CACHE, or another CMS account)

\_\_\_\_\_  
(Signature) (Date)

- .12 Maintain required CMS files/records

\_\_\_\_\_  
(Signature) (Date)

- .13 Store COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .14 Conduct required inventories of COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .15 Issue COMSEC material on Local Custody

\_\_\_\_\_  
(Signature) (Date)

- .16 Receive COMSEC material from Local Custody

\_\_\_\_\_  
(Signature) (Date)

- .17 Transfer COMSEC material

\_\_\_\_\_  
(Signature) (Date)

### 304.1 TASKS (CONT'D)

- .18 Train personnel in CMS procedures

\_\_\_\_\_  
(Signature) (Date)

- .19 Conduct required destruction of COMSEC material

\_\_\_\_\_  
(Signature) (Date)

- .110 Conduct spot check of CMS user handling procedures to ensure compliance with all directives

\_\_\_\_\_  
(Signature) (Date)

- .111 Observe CMS user performing tempest checks on CMS equipment

\_\_\_\_\_  
(Signature) (Date)

Completion of .1 area comprises 35% of watchstation.

### 304.2 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. What are the steps of this procedure?
- B. What are the reasons for each step?
- C. What conditions require this infrequent task?
- D. Perform or simulate this task.

- .21 Ensure that amendments and corrections to CMS publications are entered

A B C D  
X X X X

\_\_\_\_\_  
(Signature) (Date)

- .22 Supervise use of spare keying material

X X X

\_\_\_\_\_  
(Signature) (Date)

- .23 Maintain control of modification kit/amendment residue

X X X X

\_\_\_\_\_  
(Signature) (Date)

- .24 Prepare/maintain EDP

X X X

# 304.2 INFREQUENT TASKS (CONT'D)

	A	B	C	D
.25 Supervise/conduct emergency supersession	X	X	X	X
_____ (Signature) _____ (Date)				
.26 Modify authorized holdings	X	X	X	X
_____ (Signature) _____ (Date)				
.27 Maintain security, accountability and control of extracts	X	X	X	X
_____ (Signature) _____ (Date)				
.28 Maintain security, accountability and control of reproduced copies	X	X	X	X
_____ (Signature) _____ (Date)				
.29 Obtain replacements for COMSEC material	X	X	X	X
_____ (Signature) _____ (Date)				
.210 Establish/disestablish a CMS account	X	X		X
_____ (Signature) _____ (Date)				
.211 Execute EDP	X	X	X	X
_____ (Signature) _____ (Date)				
.212 Prepare for/receive a CMS assist visit.	X	X	X	X
_____ (Signature) _____ (Date)				
.213 Review DD Form 1435's for all crypto technicians	X		X	X
_____ (Signature) _____ (Date)				

Completion of .2 area comprises 25% of watchstation.

For the abnormal conditions listed below:

- A. What indications are present?
- B. What immediate actions are required?
- C. What are the probable causes?
- D. What operating limitations may be imposed?
- E. How does this condition affect other operations/equipment watchstations?
- F. What followup action is required?
- G. Perform or simulate the corrective/immediate action for abnormal condition.

.31 COMSEC insecurities

A	B	C	D	E
X	X	X	X	X

\_\_\_\_\_  
(Signature) (Date)

.32 Degradation of original security integrity  
of CMS storage containers

X	X	X
---	---	---

\_\_\_\_\_  
(Signature) (Date)

Completion of .3 area comprises 25% of watchstation.

#### 304.4 EMERGENCIES

For the emergency conditions listed below:

- A. What indications are received?
- B. What immediate actions are required?
- C. What other emergencies or malfunctions may occur if immediate action is not taken?
- D. Perform or simulate the immediate action for this emergency condition.

.41 Accidents

\_\_\_\_\_  
(Signature) (Date)

.42 Hostile action (Stage One, Two, Three)

\_\_\_\_\_  
(Signature) (Date)

Completion of .4 area comprises 15% of watchstation.

304.5 WATCHES - None.

Personnel Qualification Standard  
Information Report and Suggestion Sheet  
PQS DEVGRU AUTOVON 957-5367

From \_\_\_\_\_ DATE \_\_\_\_\_

Activity \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_ AUTOVON # \_\_\_\_\_

Qual Standard Affected \_\_\_\_\_ NAVEDTRA # \_\_\_\_\_

Section Affected \_\_\_\_\_

Page # \_\_\_\_\_

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Remarks/Recommendations (Use additional sheets if necessary)

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Suggestions for improving this Qual Standard

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